

[Back](#)

Contents

[Attendance](#)

[Discussion Items](#)

[Deferred Item](#)

[Homework Item](#)

[List of Index Card Comments, Questions, and Requests from 4/5/06 Meeting](#)

[Next Meeting](#)

Attendance

Hilda Ast, Rhea Boudaoud, Mike Campbell, Suzanne Christiansen, Andrea Coble, Christy Crocker, Chelsea Estes, Christine Grady, David Hooten, Leola Houston, Maggie Jones, Mohammed Khan, Nannette Kidby (School Board Liaison), Benjamin Leitner, Laura McKenzie, Bobbie McElfish, Cheryl O'Connor (SCPS Facilitator), Mary Repass, Doug Schuch (SCPS Facilitator), Wendy Snider, Elizabeth Staskiel, Debbie Tyson, Cathy Van Valzah, and Ann Walker

Discussion Items

1. Welcome and Introduction of SCPS Staff and School Board Liaison
2. Review of Agenda for 4/5/06
3. Housekeeping Items
 - Restroom locations were specified.
 - Snacks, water, and coffee will be provided for each meeting. (Participants are welcome to bring their own snacks/dinner if they want.)
 - Silence cell phones during meetings.
 - Meetings are scheduled for 90 minutes without formal breaks. Participants may take their own breaks, as needed, during the meetings.
 - Parking locations were described.
 - Participants were instructed on the use and organization of the binders that were provided.
 - The use of index cards as a means of adding comments and asking questions was introduced and explained.
 - Participants were asked to leave their badges in the meeting room following each session.
 - Email was emphasized as a critical communication mechanism for the committee.
4. Committee Meeting Norms & Intro Activity
 - The concept of cooperative learning, as a general means for increasing individual participation, was described. Participants were assigned groups

and then given specific instructions about the group reporting worksheets that serve the dual purpose of recording group activity input and assisting group reporters when they share information with the entire committee.

- The “Introduction” activity was described.
- The “Norms” activity was described.
- Each group member introduced himself/herself to the group.
- Each group appointed a reporter, who introduced group members to the entire committee.
- Each group discussed and recorded norms on the worksheet.
- The following norms were accepted by consensus of the committee:
 - Meetings will start and end on time.
 - Meeting times for regular committee meetings will be 6:30-8:00 p.m. Meeting times for presentations to the School Board will be determined by the School Board.
 - Every meeting will have an agenda and minutes.
 - References/sources will be cited on all handouts.
 - Participants will be expected to review materials between scheduled meetings in order to maximize the time spent in the actual meetings.
 - Copies of all agendas, minutes, handouts from the previous meeting, and other information will be provided to participants and all members of the Stafford County Public Schools School Board prior to the next scheduled meeting.
 - Each committee member’s input is valued, which is the rationale behind working in small groups and using index cards in lieu of large group questions/comments/discussions. (Please note that though the committee accepted this norm in the short-term, several members/groups want the index card system to be flexible, in case they want to change it in the future. Others had questions about how to limit personal anecdotal commentary from discussion, but agreed to attempt this in the short-term, just as long the flexibility to amend it will be possible in the future.)
 - Discussions should be focused on data and should avoid naming individual schools, students, employees, parents, or community members.
 - Evaluation tools employed by this committee need to be both valid and practical. Validity is necessary to ensure the quality of the research, while practicality must be considered to ensure that the research is actually completed in a reasonable amount of time.
- The following norms were suggested by individuals or individual groups. These will need to be revisited at the 5/10/06 meeting:
 - Meetings should be advertised to the public.
 - The overall goal of the committee needs to be clearly stated.
 - The specific goal of each committee meeting should be clearly stated.
 - Handouts for upcoming meetings should be emailed prior to the actual meeting.

Stafford County Public Schools (SCPS)
Block Scheduling Evaluation Committee
Minutes from Meeting #1, April 5, 2006, 6:30-8:00 p.m.
SCPS Professional Development Center, Room 14

- The history of block scheduling in Stafford County Public Schools should be embedded into meetings in order to educate all committee members, thereby raising the committee's evaluation capacity.
- Participants needing more general information on block [scheduling] should meet separately so as not to take meeting time.
- Suggest that school-based committee members organize communication forums at their schools to update their school-community on committee work.
- Meeting agendas should be approved by the School Board Liaison prior to each committee meeting.

5. Process for Ensuring Representation from CFHS & SSHS

- By consensus, the committee adopted the same process for selecting participants from Colonial Forge High School and Stafford High School that was used to select participants from Brooke Point High School, Mountain View High School, and North Stafford High School. This process directs the school leadership/advisory teams to appoint six members to represent the school on the block scheduling committee. Specifically, the representatives should include: three parents, one teacher, one student, and one at-large member from the school leadership/advisory team (who is not the school principal). *Note: The school leadership/advisory teams at Colonial Forge High School and Stafford High School were formally contacted (via email to each principal) with the committee's request for representation on April 6, 2006. Copies of this email were sent to the School Board Liaison as well as each existing committee member.*

6. Overview of Evaluation Plan (Handout #1 presented)

- A draft of meetings and information that will be addressed at each meeting between now and October 2007 was presented.
- Committee members were reminded about employing valid and practical measurement instruments as a context for the draft plan. Validity is necessary to ensure the quality of the research, while practicality must be considered to ensure that the research is actually completed in a reasonable amount of time.
- Using the guiding principals of "valid" and "practical," the committee was informed that it can add or subtract from this draft plan. Participants were also informed that adding significant research components (data sets, data types, etc.) may necessitate adding meetings to the draft plan.

7. Definition of the Hybrid Block Schedule in SCPS (See Handout #2)

- Participants were given a brief introduction to the concept and basic terms associated with block scheduling.

Deferred Item

8. Investigation of Advanced Placement Course Enrollment Data (See Handout #3)
Deferred to 5/10/06 because of time constraints- members were asked to review handout #3 and come to the 5/10/06 prepared to discuss the data in this handout.

Homework Item

9. Distribution of Sample Surveys/Homework Assignment (See Handout #4)
- Committee was reminded that approved plan includes surveys of teachers, parents, and students.
 - Groups were assigned to discuss a particular survey constituency (teacher, parent, or student) at the 5/10/06 meeting. Committee members were tasked with reviewing sample survey items and bringing ideas to accept, delete, modify, or add to these survey items.
 - Copies of sample surveys for all groups were provided to all committee members.
 - Group was reminded of the concepts of “practical” and “valid” with respect to surveys.

List of Index Card Comments, Questions, and Requests from 4-5-06 Meeting

Note: We are not listing committee member names with each index card input, as we did not establish that as a norm. (However, we will address it at our next meeting.) Also, please note that this is simply a list of the input. Responses, where applicable, will be forwarded under a separate document prior to the 5/10/06 meeting.

When email is sent out can you put which group each person is in? If we want to send input for surveys, we need to know who to send it to.

Group names for everyone & email addresses

Data to be included...failures...each grade...break down by 1st quarter etc.

Will we get raw data when we ask for it? Specifically, for the next meeting can we have the raw SOL scores from February and compare it to last year's data?

Please include how many students actually passed AP & Dual [and] Enrollment exams for the next meeting

Agree...need a historical, chronological, evolution of the block schedule in SCPS...email is fine as prep for group

Empirical data, facts, will/must reign supreme...however, personal vignettes/experiences will [lend or lead?] to practical & valid, if not both in some instances

Stafford County Public Schools (SCPS)
Block Scheduling Evaluation Committee
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SCPS Professional Development Center, Room 14

Advertising meetings should be kept to a minimal. As the group has seen, we have many different opinions and we just want to have representatives not reinforcements.

As an opinion, I believe the group should meet without advertising for a couple of sessions & then advertise the sessions to public as a possible overview.

On Handout #1...How will the I.B. Program be reflected as "Data?"

If you could, please place in the agenda how block scheduling may affect student oriented clubs, such as c0-curricular clubs like the Future Business Leaders of America (FBLA) organization.

Can we have curriculum maps from each department head (of each school) and compare them to last school year's curriculum maps for the next meeting on May 10th?

SOL test scores from block schools from this year & compare to SOL scores from 7 period schedules

Would like to know how many military families transfer to Stafford from block?
Or from 7 period? Difficulties of both? Positives of both?

Would like percentage of high schools participating in block vs. high schools that don't

Will we be looking at how courses get scheduled-weighting courses or will that still be individual school prerogative?

Next Meeting

10. Wednesday, May 10, 6:30-8:00 p.m., SCPS PDC Room 14